

Memorandum of understanding on automatic recording of lectures, 'Lecture Capture'. 06/07/18

In reaching this understanding MMU and UCU recognise the fast changing nature of technology and its application to the enhancement of the student experience whilst at the University.

At the same time both recognise and accept the legal rights as well as the professional judgements of individual members of staff in choosing the relevant and appropriate use of such technology and its application to their delivery and support.

This MOU is intended to allow a clear process in which such decisions can be made and where necessary dialogue take place if concerns arise. At the heart of this are the legal rights of individual staff members alongside but not counter-posed to the needs of students.

MMU is keen to see the widest application of the technology but recognises this will come about only through a system built on trust and discussion.

UCU believes this can be a useful tool to enhance students experience but feel individual staff have to be free to choose, without undue pressure.

UCU would encourage anyone who has concerns to discuss them with colleagues, UCU and their managers.

UCU would encourage all staff to look positively on any request for lecture capture where is it required to increase accessibility for disabled students.

The process.

1. At the heart of this process is the ability of the individual to opt out of the recording process at the beginning of the lecture using the hardware in the lecture room.
2. The software requires that each UNIT is activated separately initially. This does not remove the individual opt out.
3. The Role of the Unit Leader
 - a. The Unit leader will take the views of others delivering on the unit as to the appropriateness of lecture capture for the unit either as part of a meeting or virtually by email or other means. Where all or a majority of those delivering teaching on the unit are in support then the Unit Leader may 'opt in' to the system.
 - b. Where a majority or all of the delivery team do not support lecture capture of the Unit then the Unit Leader will not opt in. They may however seek to convene a group meeting to explore any issues or concerns to consider if these can be allayed. This is to be a meeting to discuss the issues as opposed to a meeting to tell people to change their view.

4. Control of captured lectures

- a. Any academic will be able to contact the Unit Leader to amend or prevent a lecture from being published where, with hindsight, they take the view they no longer wish it to be published. This may be for example that an exchange within the lecture room was inappropriate or they perhaps made an error or misspoke. It is the individual who gave the performance who has the right to decide on this. It is encouraged that they enter into a discussion with the Unit Leader to see if any solutions can be found but also to enable everyone to consider lessons for the future.
- b. Student access to recordings should normally be limited to the period of their enrolment on a unit. Where there are exceptional factors this may include access for the duration of preparation for resits.

5. Industrial action

- a. Neither side in these discussions expect Lecture Capture to be used any differently during a period of industrial action. This means that previously captured lectures will not be used to mitigate the impact of any industrial action other than being available for students on a unit who have already had that scheduled lecture in their timetable, and captured lectures will not be deleted by academics as part of any industrial action.

6. Unless the lecturer agrees or requests otherwise (e.g. for the purposes of peer review) the recordings will only be used by the University for educational purposes and not for any performance management purposes.

7. The recordings will not be used to support or pursue disciplinary or capability proceedings.

8. The recordings will not be shared or allowed to be used by any external body including partners and wholly or partly owned companies of the University without prior informed agreement.

End.